

Appendix E: Change Notices and Letters

MECHANISMS FOR ISSUING POLICY

The Program Operations Section transmits policy and general information to local purchasing agencies by the following methods:

Manuals - used to communicate policy and information of permanent value. Revisions to the manual are accomplished by **Manual Change Notices**. Change Notices are numbered consecutively in the *calendar* year in which they are issued; for example, the first Change Notice in 2000 for a revision to the manual is #1-00. The subsequent Change Notices are numbered as #2-00, #3-00, etc. Change Notices issued in 2001 will be numbered as #1-01, #2-01, etc.

Division of Child Development Administrative Letters - used to establish or revise policy and to specify procedures in areas other than those covered in manuals or until manuals can be revised. Each Administrative Letter has an identifying program and numeric code. Administrative Letters are numbered consecutively in the *calendar* year in which they are issued; for example, the first one issued in 2000 is No. 1-00. The subsequent Administrative Letters are numbered as No. 2-00, No. 3-00, etc. An Administrative Letter remains in effect until it is rescinded or rewritten.

Changes are transmitted by **Administrative Letter Change Notices** which are numbered consecutively in the *calendar* year and according to the number of times the letter is revised within the year. For example, the first Administrative Letter issued in 2000 is Administrative Letter No. 1-00; the first revision made to this Letter is issued as Administrative Letter Change Notice #1-00, DCD Administrative Letter No. 1-00. If additional changes are made during the year, they are numbered as Administrative Letter Change Notice #2-00, #3-00, etc.

Program Operations Section Letters - used to transmit general information only. These Letters are retained only as long as they are of administrative value. They are numbered consecutively in the *calendar* year in which they are issued; for example, the first one issued in 2000 is Program Operations Letter No. 1-00.

Memoranda - also used to provide general information. Memoranda are not numbered and are retained only as long as they are of administrative value.